



SENATE SECRETARIAT

F.2(2)/2022-23-Admn-I

TENDER NOTICE

Senate Secretariat invites sealed bids on Single stage-Two Envelope procedure from well reputed firms / vendors based in Islamabad / Rawalpindi and registered with income tax, sale tax and are on FBR's list of active tax payer for supply for supply of following items for financial year 2022-23.

Sr. No.	Items	Category
1.	Stationery items	Cat-I
2.	Computer Consumable items	Cat-II
3.	Miscellaneous items	Cat-III

TERMS AND CONDITIONS

- i. The tender complete in all respects should reach the undersigned by **1st June, 2022** upto 1100 hours. The tenders will be opened on the same day at 1130 hrs in the presence of the representatives of the bidders who wish to be present.
- ii. The bidders should have valid NTN and GST Number and should be on Active Taxpayers List (ALT) of the Federal Board of Revenue. The bidder should provide Telephone & Mobile Number, e-mail address for contact.
- iii. The bids shall follow "Single Stage - Two Envelopes procedure" basis and shall comprise of a single package containing two separate envelopes and each envelop shall contain separately the "Technical" and "Financial" proposals.
- iv. Bidders may bid for one or all categories. However, the evaluation and award of contract shall be on category wise basis.
- v. Pay Order/Bank Draft for 5% (refundable) of the total quoted price of the tender, as bid security, in the name of Senate Secretariat, Islamabad, should be enclosed with the tender.
- vi. No offer will be considered for tender competition if;
 - The tender document are incomplete and the offer is ambiguous,
 - The tender is submitted with wrong pattern/method of bidding and is not properly covered and sealed,
 - Tender Documents containing any unsigned/ambiguous erasing, cutting/overwriting etc.
 - Any discrepancy in quoting unit price and total amount/calculation is found in Financial bid
- vii. Senate Secretariat reserves the right to accept any one or to reject all bids at any time prior to the acceptance of bids as per PPRA Rules.
- viii. Tender Notice can be downloaded from the websites of this Secretariat (www.senate.gov.pk) and PPRA (www.ppra.org.pk).


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